



WIREFRASS

GEORGIA TECHNICAL COLLEGE®

PROCEDURE: 4.1.1p3.L1 **WGTC Faculty Credentials**

Approved: May 30, 2023

Last Reviewed/Revised: May 30, 2023, June 23, 2021, June 2, 2020

Adopted: June 2, 2020

Purpose

Wiregrass Georgia Technical College (WGTC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Many of the college's programs are also accredited at the programmatic level. All such accreditations require the college to employ qualified, effective faculty members to ensure the quality, rigor, and integrity of the academic programs. To ensure these qualities are being met, Minimum Qualifications for the faculty positions are established by the program area's Dean of Academic Affairs with input from the Associate Vice President of Institutional Effectiveness (AVPIE) for consistency and accuracy. These qualifications are based on current program credentialing guidelines and requirements as defined by the accrediting agency. Newly hired faculty and current employees of the college being assigned new teaching roles must meet or exceed the Minimum Qualifications as defined.

Procedure

Human Resources creates the minimum qualifications and screening questions based on the credentials as defined in the position requisition provided by the area Dean of Academic Affairs or Dean's designee. The requisition is then approved by the Unit Vice President and the President. Once the candidate successfully answers the pre-screening questions, they are allowed to continue the completion and submission of their application. Applicants are then required to upload copies of their credentials (i.e. unofficial transcripts, licensure copies, etc.) in the college's applicant tracking system, the Online Job Center. The Director for Human Resources and Employer Services then reviews all submitted documents to ensure the attachments support the application. Upon review, the applicant's information is then made available to the area Dean of Academic Affairs and the Dean's designee.

Following the initial interview and prior to an applicant's second interview, the area Dean submits a Faculty Credentialing Checklist to the Credentialing Department for review. Currently, the Credentialing staff reviews the applicant's resume, application, transcripts, and any necessary certificates/licensures to ensure they are qualified to teach the subject area for which they have applied to teach. This includes listing any coursework that corresponds to the academic course they will be teaching, as well as any certifications or licensures that relate to the area of instruction. The Faculty Justification Form is utilized to justify applicants who have detailed work

experience or industry certifications/licensures. The Faculty Credential Checklist is then reviewed and approved by the Associate Vice President of Institutional Effectiveness and the President.

For faculty who are teaching under the Technical College System of Georgia eCampus Cooperative Agreement, only official transcripts are required to complete the credentialing process. Credential files for eCampus faculty members must contain official transcripts, copies of current licenses or certifications, and the Faculty Credentials Checklist.

Responsibility

The AVPIE has the overall responsibility of ensuring this procedure is implemented.

References:

TCSG Policy 4.1.1

TCSG Procedure 4.1.1p3

Guidelines for Justification of Faculty Credentials for Teaching Assignments